



FAIRVIEW DEVELOPMENTAL CENTER JOB OPPORTUNITY BULLETIN

ASSISTANT DIRECTOR OF DIETETICS (JC-46049)

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| SALARY RANGE | \$5266 - \$6592 |
| TENURE/TIME BASE | Permanent, Full Time |
| PROGRAM/DEPARTMENT | Dietetics |
| FINAL FILING DATE | December 23, 2016 |

DESCRIPTION OF DUTIES: Under the general direction of the Director of Dietetics, responsible for planning, organizing, and administering all activities of the Production area. In addition, supervises, counsels and evaluates immediate subordinate job performance, interviews and selects for vacant key positions, provide in-service training programs as needs are identified. Develops and implements policies and procedures in Food Production areas to carry out legislation and regulation of Licensing and regulatory agencies. Develops Plans of Correction for deficiencies. Essential Duties: Organize, coordinate and supervise activities and staffing of the Production area of the Department of Dietetics; orders foodstuffs; coordinates the production and delivery schedule of all foodstuffs; plans, coordinates and implements menu revisions. Monitors/evaluates foodstuff inventory levels and orders equipment for Production area. Relieves Director of Dietetics as needed. Other duties as assigned.

WHO MAY APPLY: Candidates with list and transfer eligibility for this classification will be considered. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews. **Note:** Appointment will be subject to State Restriction of Appointment (SROA)/Surplus, and Reemployment list procedures, pre-employment physical and fingerprint clearances. Applications can be obtained from the Testing Office of Fairview Developmental Center or from the California Department of Human Resources website www.calhr.ca.gov. **Applications must be received in the Personnel Reception Office by no later than the close of business of the final filing date (4:30 PM). Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications or resumes will not be accepted.**

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:

FAIRVIEW DEVELOPMENTAL CENTER
TESTING OFFICE, ROOM 211
2501 HARBOR BLVD.
COSTA MESA CA 92627
(714) 957-5137

IMPORTANT: PLEASE INCLUDE THE PROGRAM/DEPARTMENT NEXT TO THE JOB TITLE ON THE APPLICATION OR IT WILL NOT BE CONSIDERED FOR THE VACANCY.

FAIRVIEW IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

CLASSIFICATION TITLE: ASSISTANT DIRECTOR OF DIETETICS
RELEASE DATE: 12/09/16